



SKILLS

كيف تجيب على سؤال المحادثة

◆ يعتمد سؤال المحادثة على فكرة تكوين السؤال والإجابة عليه وهناك نوعان من الأسئلة:

❶ سؤال يبدأ بأداة إستفهام وهنا الإجابة تكون على آداة الاستفهام ويتكون كالأتى:

.....? فعل أساسي +فاعل + فعل مساعد +آداة استفهام

◆ أدوات الاستفهام مثل:

- ★ Where ⏩ للسؤال عن المكان
- ★ When ⏩ للسؤال عن الوقت والزمان
- ★ How long ⏩ للسؤال عن المدة الزمنية
- ★ How often ⏩ للسؤال عن عدد المرات
- ★ Why ⏩ للسؤال عن السبب
- ★ How much ⏩ للسؤال عن السعر والكمية
- ★ How many ⏩ للسؤال عن العدد
- ★ What / Which ⏩ ما / ماذا /أى

◆ والأفعال المساعدة تنقسم إلى :

- ★ Verb to (be ⏩ am – is – are – was – were
- ★ Verb to (do ⏩ do – does – did
- ★ Verb to (have ⏩ have – has – had
- ★ Modal verbs ⏩ (can-could-will-should-must

◆ والفاعل من الممكن أن يكون اسم أو ضمير فاعل وضمائر الفاعل هي: **I – we – you – they – he – she – it**

◆ والفعل الأساسي من الممكن أن يكون مصدر أو تصريف ثالث أو **V+ ing** حسب الفعل المساعد.

① **Where** do you **live?** ⇘ I live in Cairo.
② **How long** will you **stay** here**?** ⇘ I will stay for 3 weeks.
③ **When** did they **arrive?** ⇘ They arrived at 3 o'clock.
④ **What** are you **doing?** ⇘ I am reading a story.

❷ السؤال الذى يبدأ بفعل مساعد وتكون الإجابة عليه ب **Yes or No**

- ★ Have you visited Aswan**?** ⇘ **Yes**, I have.
- ★ Did You watch TV**?** ⇘ **No**, I didn't.

❸ يوجد سؤال يُسمى سؤال التخيير ويبدأ بفعل مساعد, وبه كلمة (or ولكن لا تكون اللاجابة بــ **yes,/ No**) ولكن نختار كالاتى:

- ★ Do you like football or tennis**?** ⇘ I like football.
- ★ **Clerk**: Do you want it <u>single</u> or <u>return</u> **?**
  Ali : Single, please.

ملاحظات عامة

ا- اذا لم نجد فعل مساعد بالجملة نتبع الآتى:

◆ اذا كان فعل الجملة مضارع وبه **s**) نستخدم **does** و نعيد الفعل للمصدر.

- ★ He <u>plays</u> football.⇘ What <u>does</u> he <u>play</u>**?**

◆ اذا كان فعل الجملة مضارع بدون **s**) نستخدم **do**

- ★ I <u>go</u> to school by bus ⇘ How <u>do</u> you <u>go</u> to school**?**

◆ اذا كان فعل الجملة ماضى نستخدم **did** و نعيد الفعل للمصدر .

- ★ They <u>watched</u> the film yesterday. ⇘ When <u>did</u> they <u>watch</u> the film**?**
- ★ He <u>went</u> to the zoo. ⇘ Where <u>did</u> he <u>go</u>**?**



٢- إذا كانت الإجابة بـ no وكانت الجملة مثبتة نسأل عن شئ آخر غير الموجود بالجملة:

★ **No**, it **is** my **first** visit to Egypt.
↳ Is it your **second** visit to Egypt?

٣- بعض الأسئلة يمكن أن نجيب عنها بمعلومة و ليس بـ Yes أو No فقط:

★ Can I help you? ↳ Yes, I want ... ↳ I would like ...
★ Can I have...? ↳ May I have...?

٤- السؤال المذيل (أليس كذلك يعتمد على فهم الجملة:

★ You know him , **don't** you ?

٥- هناك أسئلة مختصرة فى المحادثة تشذ عن القاعدة العامة لتكوين السؤال:

And you?	**Where to?**	**Where from?**
What else?	**What about you?**	**Why not?**

Examples

① **Computer studies is my favourite subject.**
★ What is your favourite subject?
② **I was born on August 1st, 2002.**
★ When **Were you** born ?
③ **We have nine lessons a day.**
★ How many lessons **have you got** a day?
④ **My mother wakes me up early.**
★ When **does** your mother **wake you** up?
⑤ **Yes, he likes flowers very much.**
★ **Does** he **like** flowers?
⑥ **Yes, he is a good friend.**
★ **Is he** a good friend?
⑦ **My first name is Anas.**
★ What's **your** first name?
⑧ **I like English.**
★ What subject **do** you **like**?
⑨ **I'm from Zagazig.**
★ Where **are you** from?
⑩ **She works at the hospital.**
★ Where **does** she **work**?
⑪ **I've got two cousins.**
★ How many cousins **have you got** ?
⑫ **He usually goes to school by bus.**
★ How **does** he **go** to school ?
⑬ **My best friends are Omar and Hamza.**
★ Who are **your** best friends?

كيف تجيب على سؤال قطعة الفهم

للإجابة على سؤال قطعة الفهم لابد من قراءة اسئلة قطعة الفهم جيدا قبل قراءة القطعة لمعرفة المضمون.

◆ ينبغي للطالب معرفة المطلوب من السؤال بالتحديد.

★ When did you go to the zoo?

◆ المطلوب في هذا السؤال أن تبحث عن الزمن (وقت / يوم / سنة / فترات يوم ... الخ

★ Where did you go yesterday?




المطلوب في هذا السؤال أن تبحث عن المكان.

هناك بعض الاسئلة النقدية التي لا توجد اجابتها في القطعة والتي تعتمد علي فهمك مثل:

★ Do you think ...?	هل تعتقد أن ... Yes / No
★ Do you like ...?	هل تحب أن ... Yes / No
★ Do you agree with ...?	هل تتفق مع ... Yes / No
★ Do you prefer ...?	هل تفضل أن ... Yes / No
★ In your opinion , ...	من وجهة نظرك
★ What do you think ...?	ماذا تعتقد أن
★ Give a suitable title ...	أعط عنوان مناسبا
★ What is the main idea of ...	ماهي الفكرة الرئيسية لـ ... ؟
★ The underlined pronoun refers to...	الضمير الذي تحته خط يعود علي
★ The underlined word refers to ...	الكلمة التي تحتها خط تعود علي
★ Explain (why / how ...	اشرح (لماذا / كيف
★ Give (= Mention two reasons ...	أعط (= أذكر سببين...
★ The passage is about ...	تدور القطعة حول...
★ Infer (= Conclude / Deduce Why /How	استنتج لماذا / كيف

كيف تجيب على سؤال الباراجراف والإيميل



How to Write A good Paragraph

سؤال الباراجراف يشبه موضوع التعبير في اللغة العربية، فلابد له من تنسيق بحيث يكون مترابط.

يجب عليك مراعاة الآتى عند كتابة أى فقرة:

١. كتابة عنوان الفقرة فى منتصف السطر.

٢. ترك مسافة فى بداية السطر عند كتابة أول جملة فى الفقرة.

٣. مراعاة عدد الجمل المكتوبة.

٤. لا بد من معرفة الزمن الملائم للموضوع جيدا و أن تكون على دراية بقواعد تكوين الجمل وأهم الأزمنة (المضارع والماضي البسيط، المستقبل البسيط، فعل يكون، جمل بأفعال ناقصة أخرى .

٥. مراعاة علامات الترقيم مثل بداية الجملة ونهايتها و الفاصلة العليا والسفلى والحروف الكبيرة فى بداية بعض الكلمات.

٦. يمكن أن تبدأ فقرتك بمقدمة ثابتة مثل:

★ No one can **deny** that ... has an **important role** in our life.

لا أحد يستطيع أن ينكر أن ... له دور مهم فى حياتنا.

★ There is no **doubt** that ... is very ... — لا شك أن...

★ We all **agree** that ... is important/dangerous / .... — نتفق جميعا أن ... مهم / خطير...

٧. يمكن أن تنهى فقرتك بخاتمة ثابتة مثل:

★ **Finally**, we should **care for** ... — فى النهاية يجب أن نهتم بـ....

٨. لاحظ استخدام الأزمنة فى الموضوع:

الزمن	قاعدة الجملة	مثال
المضارع البسيط	Sub + verb (inf / s,es,ies + ...	She cooks breakfast. They cook breakfast.
الماضي البسيط	Sub + verb (past + ...	She/They cooked breakfast.
المضارع المستمر	Sub + (am / is / are verb+ ing	She is cooking breakfast. They are cooking breakfast.

مثال	قاعدة الجملة	الزمن
She was cooking breakfast. They were cooking breakfast.	Sub + (was / were verb + ing	الماضي المستمر
She/We (will/won't play chess.	Sub + will / won't + inf	المستقبل البسيط
He is Mohamed. He is tall.	Sub + (am / is / are / was / were + noun / adj	فعل يكون
You should do sports. You shouldn't play in the street. Nabil can play tennis well.	Sub + can / should / will + inf	جمل الأفعال الناقصة

٩. جمل تصلح لمواضيع مختلفة:

موضوعات إيجابية:

① No one can deny that ... has an important role in our life.
② It helps us a lot.
③ All people like ... .
④ It's / They're very useful and important for us.
⑤ We should do our best towards ... .
⑥ Finally, we should care for ...

موضوعات سلبية:

① We all agree that ... is dangerous/ bad / ... .
② It is not good for our country.
③ We should try to stop it.
④ It's / They're very bad for us.
⑤ We will be happy if we get rid of يتخلص من ... .

موضوعات الرحلات والزيارات:

① Yesterday / Last week I went to ... / I visited ... .
② I went with my family, friends, school, ...
③ We went by bus, car, train, ...
④ We got up early in the morning.
⑤ We were all happy.
⑥ We enjoyed a lot.
⑦ We saw many beautiful things.
⑧ We took selfies.
⑨ We had lunch together.
⑩ We made friends with new people.
⑪ We like this place very much.
⑫ We want to visit it again.



موضوعات عن أشخاص فى حياتك أو شخصيات مشهورة

أحيانا يطلب منك التحدث عن شخصية مشهورة (لاعب كرة مثلا أو شخصية مفضلة لديك أومثلك الأعلى) (والدك / صديقك / عمك، إلخ ...

يمكن أن تستخدم الجمل التالية فى الموضوع مع مراعاة الشخصية التى تتحدث عنه وطبيعة عمله وصفاته الشخصية والجسدية كما يجب أن تراعي كتابة الجمل بجانب بعضها وليس جمل منفصلة .

① I admire ... very much.
② He is my **hero / favorite** sports star.
③ He is active and hardworking.
④ He is also kind and helpful.





⑤ He helps many people.
⑥ He is very famous.
⑦ Many people love him.
⑧ We are proud of him.
⑨ He has got (**black / curly / blond** hair.
⑩ He has a big smile on his face.
⑪ He does great things.
⑫ He does voluntary work.
⑬ He/She plays squash/tennis/volleyball ...
⑭ He's/She's (**quite/very** tall/fast/strong.
⑮ He's/She's got (**quite/very** long/short hair and ...
⑯ He/She can jump high/score goals ...

How to Write A good Email

شكل البريد الإلكترونى

The form of an email is — يكون شكل البريد اللالكترونى كالتالى

Header — بداية الإيميل

To:	المرسل إليه
From:	المرسل
Subject/About:	الموضوع

Greeting — التحية

Hi / Hello — أهلا / مرحباً

مقدمة ثابتة

I'm happy to write to you. How are you and your family?
I'd like to tell you about .... الموضوع ....

Body — هيكل الموضوع

the topic — الفكرة الرئيسية

Closing — الخاتمة

خاتمة ثابتة

Best wishes./Yours. /See you soon. — مع أطيب الأمنيات/ صديقك ../أراك قريبا

I'm looking forward to seeing you. — أتطلع إلى رؤيتك

Signature — التوقيع

Sender's name — اسم الراسل



Important Paragraphs

1. **How to make your learning more eco-friendly**

To make learning more eco-friendly, use less paper by writing on both sides or using digital notes. Turn off lights and electronics when not needed to save energy. Bring a reusable water bottle instead of plastic ones. Use eco-friendly school supplies like recycled notebooks and wooden pencils. Walk, bike, or take public transport instead of cars. Reuse books instead of buying new ones. Plant trees and care for school gardens. Teach others about protecting nature to make a bigger difference.

2. **City planning**

City planning is the process of designing and organizing a city to make it a better place to live. It includes building roads, houses, parks, and schools. Good city planning helps people move easily, have clean air, and stay safe. Planners make sure there are enough hospitals, markets, and public transport. They also protect the environment by adding green spaces. Without planning, cities become crowded and messy. A well-planned city improves life for everyone and makes the future better.

3. **Your town**

My town is a small and quiet place. It has clean streets, green parks, and friendly people. There are schools, shops, and a big market where we buy fresh food. In the evening, families walk in the park, and children play happily. There is also a small library where I like to read books. The weather is nice most of the year. I love my town because it is safe and peaceful. It is a great place to live.

4. **Social media**

Social media helps people connect with friends and family. It allows users to share photos, videos, and messages. Many people use it to learn new things and stay updated with news. Businesses use social media to promote products. However, spending too much time on social media can be bad. It may cause stress or affect real-life relationships. People should use it wisely and take breaks. Social media is useful, but balance is important for a healthy life.

5. **My favorite sport**

My favorite sport is football. I love playing it with my friends in the park. It is a fun game that needs speed and teamwork. Running, passing, and kicking the ball make me feel happy and strong. I also enjoy watching football matches on TV. My favorite team plays very well, and I cheer for them. Football helps me stay fit and active. It teaches me discipline and patience. I always look forward to playing it every weekend.

6. **Clean transportation**

Clean transportation means using vehicles that do not harm the environment. Electric cars, bicycles, and public transport help reduce air pollution. Walking is also a good way to travel without causing harm. Clean transportation saves energy and keeps the air fresh. It also helps people stay healthy by reducing smoke from cars. Many cities now have bike lanes and electric buses. Using clean transportation is good for nature and the future. Everyone should try to use it more often.

7. **How we can save energy**

We can save energy in many ways. First, we should turn off lights and fans when we leave a room. Second, we can use energy-saving bulbs instead of normal ones. Third, we should turn off electrical devices when not in use. Also, using less water helps save energy. We can walk or ride a bike instead of using cars for short trips. In winter, wearing warm

clothes reduces the need for heaters. Saving energy helps our planet and lowers electricity bills.

8. **Plans with friends**

I like making plans with my friends. We plan to meet at the park, go to the cinema, or have lunch together. Sometimes, we play games or talk about school. Planning helps us have fun and enjoy our time. We choose a day and a place that everyone likes. If someone cannot come, we change the plan. We also make sure to bring what we need, like snacks or money. Spending time with friends makes me happy and gives me good memories.

9. **Spending time online**

Spending time online can be fun and useful. People use the internet to watch videos, play games, and talk to friends. Students find information for school and learn new things. Many people shop online or read the news. However, spending too much time online is not good. It is important to take breaks and do other activities like reading, playing sports, or helping at home. The internet is helpful, but we should use it in a balanced way.

10. **A novel you like**

"80 Days Around the World" is an exciting adventure novel by Jules Verne. It tells the story of Phileas Fogg, a man who bets that he can travel around the world in just 80 days. Along with his servant, Passepartout, Phileas faces many challenges, including dangerous storms and unexpected delays. They travel by train, boat, and even elephant. The book is full of suspense and shows the importance of determination, courage, and teamwork in overcoming obstacles during the journey.

11. **Amazing staycation**

I had an amazing staycation at home last weekend. I spent my time relaxing and enjoying simple activities. In the morning, I watched a movie with my family. After that, we went for a walk in the park and had a picnic. I also tried cooking a new recipe and it turned out delicious! The best part was not having to worry about work or school. It was a perfect way to unwind and enjoy time with loved ones.

12. **A place you decided to visit**

I decided to visit the beach because I love the ocean. The sound of the waves and the fresh air always make me feel relaxed. I wanted to enjoy the sun and swim in the clear water. The beach is a great place to walk, collect shells, and watch the sunset. I also planned to eat some delicious snacks at the beachside café. It was fantastic.

13. **Your hero**

My hero is my mother. She is kind, hardworking, and always helps others. She wakes up early to take care of the family and works long hours without complaining. Even when she is tired, she still finds time to help me with my homework and listen to my problems. I admire her strength and patience. She teaches me to be kind, honest, and never give up. I am very grateful for everything she does for me.

14. **A wedding you went to:**

From ....

To ....

Subject A wedding I went to

Dear [.....],

I hope you're doing well. I want to tell you about a wedding I went to last week. It was my cousin's wedding, and it was so beautiful! The wedding reception was in a lovely hall, and everyone was smart. There was music, dancing, and delicious food. The bride looked amazing in her white dress. We all had so much fun. I'm so happy for my cousin and her groom. I hope you can go to a wedding like this someday!

Best wishes, [Your Name]